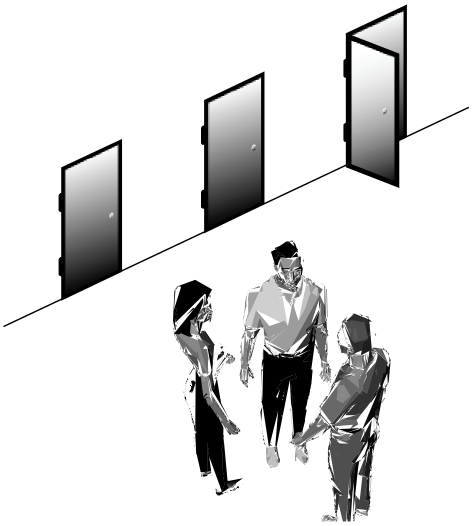
SIEMENS



SiPass Entro

Operation

MP6.5 SP1

Building Technologies

Fire Safety & Security Products

Table of contents

1 About this document

This document contains information on the operation of the product.

Note - if you have been using earlier versions of SiPass Entro documentation, you will now find information about some software configuring details in the Installation manual.

2 Safety

2.1 Target Group

Target readers	Qualification	Activity	Condition of the product
Operating company/customer	No particular qualification required.	Decide on whether and where/how the product/service will be used.	Differs depending on the product.

3 Service description

SiPass Entro is an access control system. It is designed for use in both small companies and large ones; wherever there is a need to control which people should have access to the different doors and departments in the premises.

There is an advanced function for reservation (e.g. in sports arenas, conference rooms etc). It works in co-operation with the access control functions.

Next to the doors, card readers with keypads (optional) are installed. They are connected to segment controllers, which are then configured from a PC.

If needed, SiPass Entro can control up to 10 000 access control systems installed in different buildings. The systems may be connected directly to the PC or be connected via a modem and/or local area network.

4 Description of equipment

4.1 Software description

4.1.1 Software applications

The SiPass Entro software consists of three applications:

Installer

This application is used for setup of the hardware. Install PC, Controllers and door monitor contact and alarm zones.

Entro

This application is used for configuring and managing access groups and persons (cardholders). It can be treated as main part of the software, because it is used for daily operations.

The following functions are integrated in the Entro:

- Access control
  Add Cardholder, choose and configure Caretakers, create Access Groups, create Time Schedules, Zones (anti-pass-back zones, roll call zones, entrance limitation zones
- Card printing (badge printing)
  Create your own card design and print it on an industry standard cards.
- Video Surveillance (CCTV) integration
  The SiPass Entro system can be used in combination with a Siemens CCTV system. A connection can be done from the SiPass Entro software directly to install and maintain the CCTV system (e. g. DVRs and cameras)
- Intrusion alarm system control
  A common application for the SiPass Entro is, beside access control, to control an external intrusion alarm system by means of an access card.
- Reservation function
  The System Administrator sets which objects (such as card readers/doors) are to be included and chooses the relevant reservation time schedules.
  The users wanting to reserve times can use an ordinary web-browser (such as Internet Explorer). Alternatively use his/her card in a reservation terminal (InfoPoint IP811) – depending on how the system is configured.
- Printouts

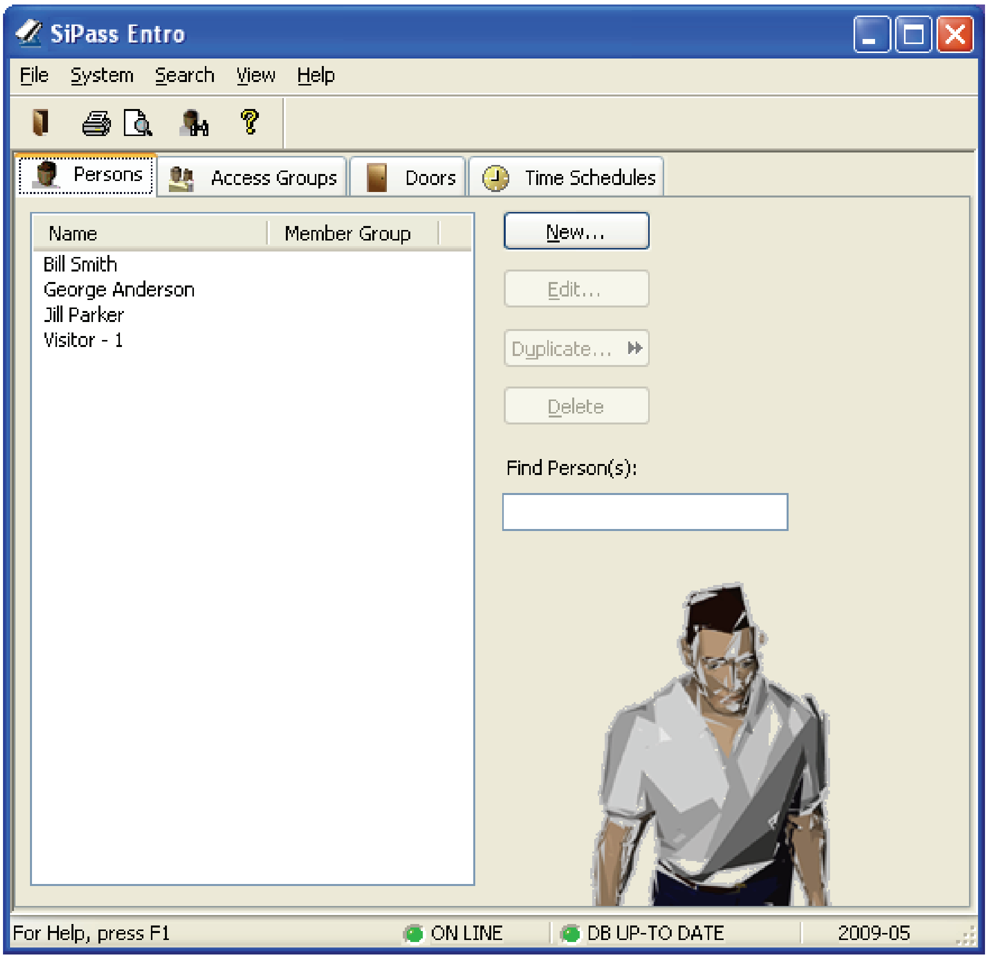
Door Monitor

This application is used to display event logs, door status and video sequences. It can be also used for unlocking doors via the PC.

4.1.2 Software windows

Entro starting window

When the Entro application is started the following windows is displayed (showing the list of persons):



Entro start window

Shortcuts

There are two shortcuts sometimes available in the software, to help creating, editing or deleting information. They appear e g in the Access group properties and in the Person's properties.

Shortcut to Time schedule

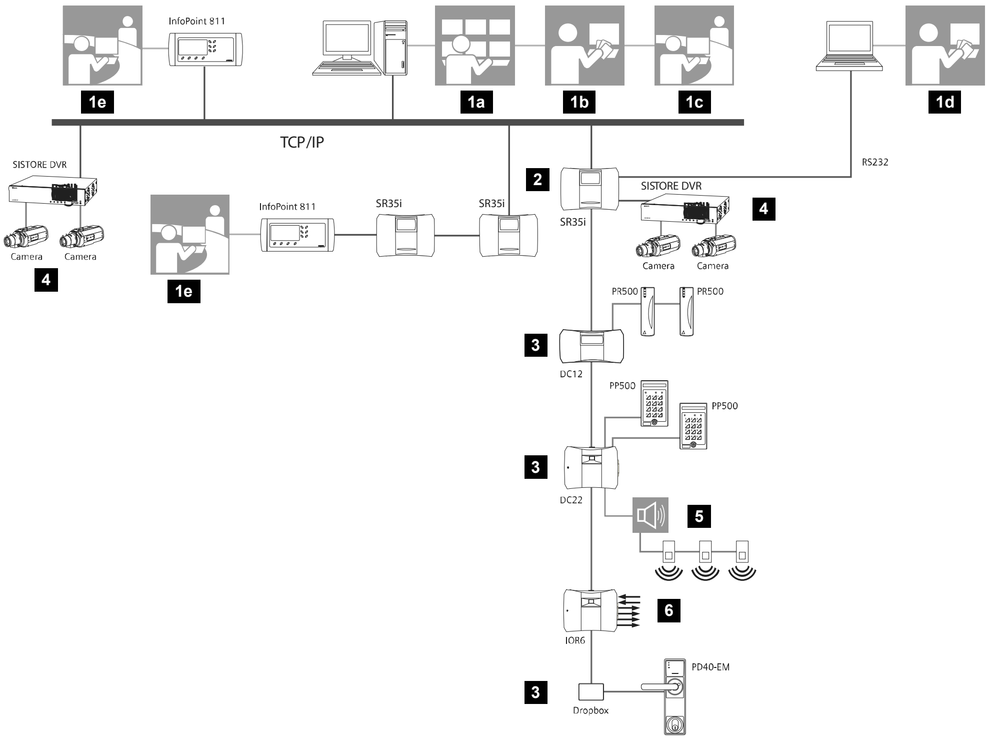
Shortcut to Access groups

E. g. when you create a new person, click on the shortcut **Access group** if you have not yet created a suitable one. In the same manner you can click further to **Time schedule** if you want to create or edit a time schedule. In all cases you will come back to the previous step when you exit the menus.

4.2 System overview

The system below is shown on three levels:

- PC (with software) to send/receive information to/from the system via direct cable or network. The InfoPoint IP811 terminal is used for reservation functions.
- SR35i controllers hold information and make decisions as to the access granted at the doors.
- Door environments where door controllers, readers, keypads etc. are installed together with electrical locks.



Different levels in the system.

1a	PC – Security Controller
1b	PC – System Administration
1c	PC – Visitor Management
1d	Local PC – System Administration
1e	Reservation Management
2	Controllers
3	Doors
4	Video surveillance system connection (TCP/IP)
5	Intrusion alarm control (relay output)
6	Control inputs and outputs

4.3 System capacity and limits

SiPass Entro software

Software for control of up to 10 000 systems, each capable of managing up to:

- 512 wired doors and 512 wireless doors (RF) in up to sixteen controllers
- 40 000 cards
- 240 time schedules
- 480 access groups
- 240 zones (alarm, anti pass back, roll call, interlock and entrance limitation zones)
- 16 system users in 4 levels + installer level
- 14 holidays, 7 half days and 4 holiday periods in each time schedule

Reservation functions

- 64 reservation objects (machine groups)
- Maximum of 30 doors and/or IOR6 relays in each reservation object
- 32 time schedules with 24 intervals in each
- Flexible interval reservation
- Maximum number of reservations is 6100

Video Surveillance (CCTV) integration

- Maximum 16 DVR - one DVR per SR35i/SR34i
- Maximum 128 cameras

Card printing

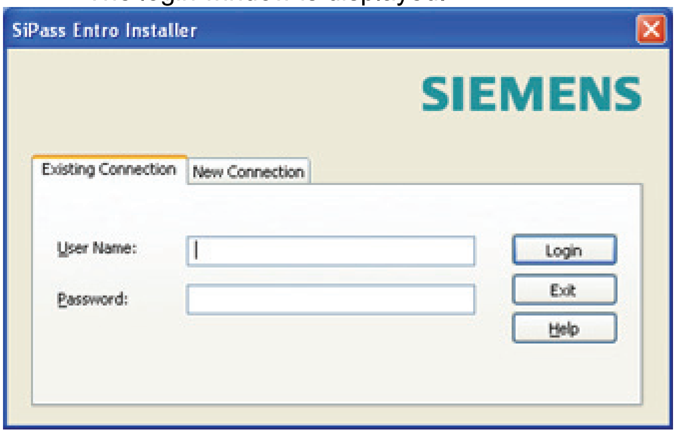
- Multiple card and/or receipt template design
- Bulk printing of cards

5 Start the software

The first time you start the SiPass Entro software you will be requested to create a system user [→ 36] and thereafter logon again to be able to store events.

1. In the Windows start menu, select **Start** > **Program** > SiPass Entro.
2. Choose one of the three applications: **Installer**, **Entro** or **Door Monitor**.

   ⇨ The login window is displayed.



3. Enter the user name in the **user name** field (default: bewa).
4. Enter in password the **password** field (default: pass).
5. If several systems exist, select one system.

   ⇨ If more than 20 systems exist there will be an additional search field.
6. Enter a character.

   ⇨ The system finds any name that includes this.
7. Click **OK**.

⇨ The SiPass Entro main window is displayed.

Start applications via the icons

It is possible so quickly start an Entro application, by using the icon. Proceed like this:

1. Position the cursor over the icons and right-click.

   ⇨ A menu is displayed
2. Select SiPass Entro or Door Monitor

⇨ Either of the applications is started.

⇨ Note that the Installer application must be started via Windows start.

5.1 Indicators for communication status

Indicators in the application windows

In the bottom right of the box there are two indicators:

If the text ON LINE and a green indicator are displayed, the PC and the SiPass Entro application are connected to the access control system.

If the text OFF LINE and a red indicator are displayed, SiPass Entro has no contact with readers and controllers. This means that the information registered in the PC does not reach the segment controllers.

If the text DB UP TO DATE (DB = database) and a green indicator are displayed, the segment controller connected to the actual PC, have the same information as the PC.

Note that in some circumstances (like upgrading, larger import of persons etc) there could be a delay in the transferring of information from the “first” controller to the next. Please study the display information in each SR35i for the correct status information.

If the text DB OUT OF DATE and a red indicator are displayed, the segment controllers do not have the same information as the PC. Note that a certain amount of time may pass before the information has reached all segment controllers and that the system has to be ON LINE for this to be possible.

You can also look at the status bar to see how far the transferring of data to the PC has gone. Normally it might be events that are transferred (in cases where the PC has been OFF-LINE)

The default setting is that you will automatically be logged out of the system if no task is performed within 15 minutes. In the Entro application you may set the desired number of minutes [→ 16] or disable.

Indicators in the Microsoft Windows toolbar

In the bottom right of the window task bar the following symbol is displayed:

Entro icon in the Windows notification area

When displayed, an application called Entroser (SiPass Entro serial communication) is running in the background. This is a required condition for events to be displayed on the PC's screen and/or stored on hard disk. Entroser will be running even if you exit any SiPass Entro application.

Despite the name Entroser, this is also used in TCP/IP communication.

Close application and stop communication

In some cases a complete shut down of the SiPass Entro is required. E g during maintenance actions like updates, or similar. Proceed like this:

1. Position the cursor over the icons and right-click.
   ⇨ A menu is displayed.
2. Select **Close Entro**.

⇨ All communication (entroser) is stopped and the current database is stored. The icons disappear from the task bar. No events will be stored.

For **Windows 7**, to see the notification icon, **right-click in the notification area** and select **Customize notification icons**. Find the entry for Entro and choose to **Show icon and notifications** in the drop-down list.

5.2 Personalize PC settings

5.2.1 Auto log-off

If the Auto log-off function is enabled, SiPass Entro, Installer and Door and event monitor will automatically be logged off if any of these programs have been idle (not used) for a certain time.

This is how to set the desired settings:

1. Open the Entro [→ 13] application.
2. Select on the menu **System > System users**.
3. Select a system user.
4. Click on the **Edit** button.
5. Click the **Advanced** tab.
6. In the top box, select whether or not automatic log-off should be applied and for how long the programs have to be idle before they are logged off (pull the indicator to the desired number of minutes).
7. Click **OK**.

5.2.2 Automatic deletion of events

In SiPass Entro, information about events in the system, e.g. entries, are stored daily. To free disk space, event files can be deleted automatically after a certain time or when a certain file size is obtained.

Proceed as follows:

1. Open the Entro [→ 13] application.
2. Select on the menu **System > System users**.
3. Select a system user.
4. Click on the **Edit** button.
5. Click the **Advanced** tab.
6. Select when events should be deleted:
   - **By time**. Select the check box and set the desired number of days. Event files where the latest event is this old will automatically be deleted.
   - **By size**. Select the check box and set the desired file size in Megabytes. The entire event file is deleted when this file size is reached.
7. Select if event files should be moved to the waste paper basket when they are deleted or if they should disappear at once.
8. Click **OK**.

5.2.3 Automatic disable of unused cards

When a card is unused for a selectable period of time, there is an automatic function for disabling cards (similar to when three incorrect PIN are entered). The System user only have to enable (or disable) the function and set the time parameter.

It is possible to set the cards to be blacklisted **up to 255** weeks after the latest use (one week resolution).

There are some rules applied for this function:

- The timer for the person is cleared if a new PIN is chosen and when the user/card performs a valid access.
- The timers for all persons are cleared when the option to use this function is deselected.
- If a cardholder is marked as a caretaker, the cardholders' is not affected by this function.
- If the network between SR35i's is broken, no decision to disable cards is taken.
- The disabling of a card generates an event in the system.

Any card set as a **priority card**, that has been inactivated by this function, will be **active** locally in a door environment that are in the **off-line condition** (= no communication between the SR35i and the door). See section Add persons to the priority group [→ 35] .

Proceed as follows:

1. Open the Entro [→ 13] application.
2. Choose on the menu **System > System settings**.
3. Mark the tick-box for unused cards in the general tab to **turn on** the function.
4. Select the appropriate **period**, in weeks, how often the card holder list shall be scanned for unused cards.

Reset automatically blacklisted card

A card disabled by this function is presented in the SiPass Entro application in the same way as cards disabled by three wrong PIN (e.g. **Name).

When entering the edit mode of the cardholder, a dialogue box appears and explains the reason for the disabling. You then have the choice of enabling the card again or not.

If the cardholder has more than one *card* – the name will be blacklisted and any extra card has to be edited explicit for making it active again (there will be ** in front of the unused extra card).

6 Order of configuration

The SiPass Entro software consists of five main tabs:

- Time schedules
- Doors
- Zones
- Access groups
- Persons

We recommend that you follow the above order when you configuring the system according to your specifications.

7 Set time schedule for access control

The first thing to do is to identify the different types of working hours or other time divisions in the premises. Then decide what time schedules are to be used. Finally, decide what time zones are to be used within each time schedule.

1. Open the Entro [→ 13] application.
2. Click the **Time schedules** tab.
3. Click **New**.
   For new time schedules a wizard is invoked which will help you configure the required functions. For existing time schedules the tabs are shown (displaying the same information).
   The wizard also allows for directly configuring the Half days, Holidays and holiday periods. See Enter specific half days, public holidays and holiday periods [→ 22] section.
4. In the **Name field**, enter the name of the time schedule e.g. Office Hours, and press TAB.
5. In the **Name** field of **Time zone 1** square, enter the name of the first time zone, e.g. Work Hours, and press TAB.
6. In the **Name** field of **Time zone 2** square, enter the name of the second time zone, e.g. Lunch Time, and press TAB.
7. The cursor is placed in the **From** field far left, next to the **Mon.** (Monday) text in the **Time zone 1** square.
8. Enter the first time interval for Mondays. Enter the time by typing four digits in succession, e.g. 0800 for 8.00. Continue with the next time interval, if any.
9. Press TAB until the cursor is placed in the first **From** field in the **Time zone 2** square.
10. Enter the time intervals defined for **Time zone 2**.

The unspecified hours i e the remaining time, are always called Other time. This time zone is the third time zone.

NOTE 1

The time intervals must not overlap. If one interval in Time zone 1 ends with 1200, the following time interval in Time zone 2 must start with 1201

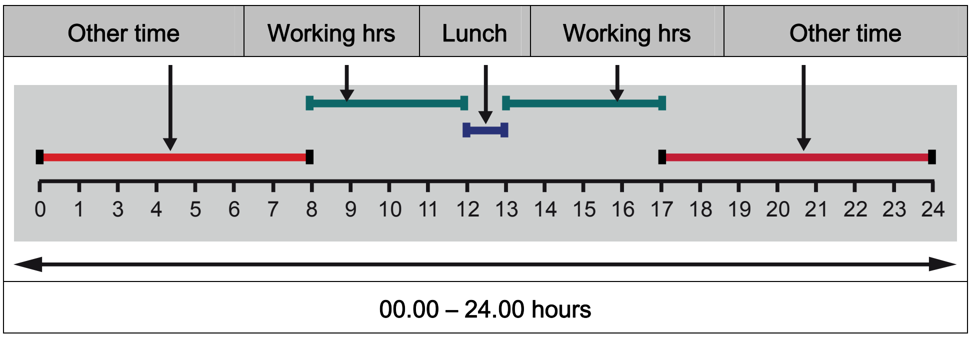
NOTE 2

If you create separate time schedules for Doors and Access groups, you can easily change times for the security level of the door – or change times for only the authorities of different access groups

7.1 Copy time intervals

You will probably want to use the same time intervals for Tuesday's and the other weekday's working hours. This is how to copy the time intervals defined for Monday.

1. Place the pointer above the Mon. text and click the right mouse button. A menu is displayed.
2. Choose **Copy times** using any mouse button.
3. Place the pointer above the Tue text and click the right mouse button. The menu is displayed again.
4. Choose **Paste times**. The time intervals are pasted – the ones you have defined for Time zone 2 as well.
5. Follow steps 3–4 for the remaining weekdays using the same time intervals. Should the working hours be shorter on Friday, it is easy to change that interval.
   The time intervals you have defined are illustrated graphically at the bottom of the window for you to check that you have configured the times correctly (see the example below).
6. If you want to use the **same half days, public holidays and holiday periods** for all time schedules, click OK. The Time schedules tab is re-displayed.
   If you want to define specific half days, public holidays, or holiday periods for this time schedule, go to the Enter specific half days, public holidays and holiday period [→ 22] s section.
7. Set up information for the next time schedule in the same way. Start by clicking New or click Duplicate. If the information is similar, you need only change a few pieces of information, e.g. the name of the time schedules.



NOTE

You can select a time schedule and right-click to invoke the same commands as the buttons.

8 Set time schedules for an intrusion alarm zone

If the installer has installed an intrusion alarm system controlled by the SiPass Entro you can make use of special time schedules for automatically arming it. You can configure these schedules separately, or when you create the alarm zones. Note that the intervals can cover the midnight hour.

1. Open the Entro [→ 13] application.
2. Click the **Time schedules** tab.
3. Click **New**.
4. For new time schedules a wizard is invoked which will help you configure the required functions. For existing time schedules the tabs are shown (displaying the same information).
5. Enter the name of the time schedule under **Name**.
6. To create the first interval, click on **New**. E. g. Monday evening.
7. In the list box **Start** enter the weekday and time. E. g. Monday 18:00.
8. In the list box **Stop** enter the weekday and time. E. g. Tuesday 07:00.
9. Then choose how often the intrusion alarm will be armed. E. g. every 60 minutes.
10. Click **OK**.
11. Repeat step 3 – 7 for every interval. E. g. Tuesday evening, Wednesday evening etc.

Configure alarm activation exception

It is possible to configure up to 14 different exceptions for each alarm time schedule. These setting are done on a separate tab in the alarm time schedule.

1. Open the Entro [→ 13] application.
2. Click the **Time schedules** tab.
3. Select the alarm time schedule and click **Edit**.
4. Click on the tab **Alarm activation exceptions**.
5. Create the intervals in the same way as the main alarm time schedules:

- Start date and start time.
- Stop date and stop time.
- New arming interval.

9 Enter specific half days, public holidays and holiday periods

The most common working hours in an office are Monday to Friday with Saturdays, Sundays and holidays off. Certain days, e.g. the day before a holiday, you might only work a half-day. Perhaps the company applies a fixed holiday period in July.

To make the system understand that public holidays half days and holiday periods should not be treated as ordinary working days, this information must be configured. Holidays and holiday periods are automatically given the time zone **Other time**.

Proceed as follows:

1. Click the **Time schedule** tab and mark the time schedule and click **Edit**.
2. Click the **Half-day** tab and **New**. A window is displayed.
3. Enter the desired information. In the General half-days, public holidays and holiday periods section later in this manual you will find instructions on how to enter the information.
4. If you want, you can mark the tick in the **Use Global half-day** table box. Then the days configured in the *Global Settings* menu in the Time schedule tab will be displayed - and used by this time schedule.
5. Enter the desired information about other **holidays** and **holiday periods** in the same way.

10 General half-days, public holidays and holiday periods

The next step is to configure half days, public holidays and holiday periods to be used generally in the premises. Remember that you can combine both general and unique settings (in each time schedule).

10.1 Half days

Proceed as follows:

1. Open the Entro [→ 13] application.
2. Click on Global Settings in the Time schedule tab.
3. On the **Half days** tab.
4. Click **New**. The window Half days is displayed.
5. Enter the date of the first half-day in the yymmdd format, e.g. 000430, or click the **Calendar** button (in the The calendar [→ 43] section you will find instructions on how to use the calendar).
6. Place the cursor in the leftmost **From** field under the **Time zone 1** heading.
7. Enter the working hours to apply for the first time interval during **Time zone 1**. Type four digits in succession, e.g. 0800 for 8.00.
8. Enter the working hours to apply for the second time interval during **Time zone 1**.
9. Enter time intervals for **Time zone 2**, if any, in the same way.
10. Click **OK**. The **Half days** tab is redisplayed with the new half day registered. These days can be re-used by the time schedules.
11. Proceed the same way to register the next half-day according to the chart.

The time intervals must not overlap. If an interval in **Time zone 1** ends with 1200, the following time interval in **Time zone 2** must start with 1201

10.2 Public holidays

Below you will find instructions on how to configure public holidays for the year. Holidays belong to the Other time zone.

1. Click the **Public holidays** tab.
2. Click **New**.
3. In the **Date** field, enter the date of the first holiday in the yymmdd format, e.g. 000501, or click the **Calendar** button (in the The calendar [→ 43] section you will find instructions on how to use the calendar).
4. Click **OK**. The Public holidays tab is redisplayed with the date filled in. These days can be re-used by the time schedules.
5. Click **New** and configure the next holiday accordingly.

10.3 Holiday periods

1. In this section you will find instructions on how to enter holiday periods, if any. Holiday periods belong to the time zone Other time.
2. Click the **Holidays** tab and click **New**.
3. Enter the **start date** of the holiday period in the yymmdd format, e.g. 000630, or click the Calendar button (in the The calendar [→ 43] section you will find instructions on how to use the calendar).
4. Enter the **end date** of the holiday period in the yymmdd format, e.g. 000831, or use the calendar.
5. Check that the information is correct, and then click **OK**. The Holidays tab is redisplayed with the holiday period filled in. These periods can be re-used by the time schedules.
6. Click **OK** to close the **Holidays** tab.

11 Configure doors

The next step is to configure information about doors. Depending on what the door centrals/readers are used for, different parameters can appear in the menus.

11.1 Door relay time settings

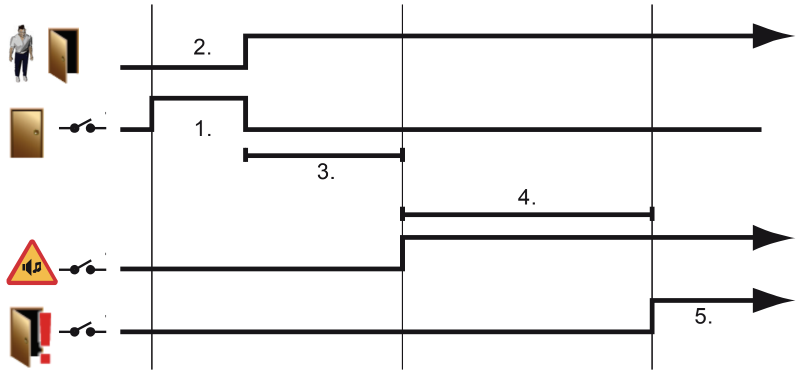
If you have a door monitor contact installed there will be three parameters to defined:

- Unlock time = Maximum time for active relay (no buzzer).
- Opening time = Maximum time for door open (no buzzer).
- Door Held Warning Time = Maximum time (with buzzer) before Alert.

The reason for having separate unlock and opening times is that it is now possible to have a shorter, fixed time when the relay is active and another, longer time to have the door open (with a "delayed" door held warning signal).

Note that earlier versions of SiPass Entro had only a maximum opening time (= the lock relay to be active).

The relations between these times (in worst case) can be seen in the diagram below.



Door monitoring time diagram (worst case when door is held open)

1. Unlock Time (max). Lock Relay
2. Door opened by user. Monitored by door contact.
3. Opening Time (max). Monitored by door contact.
4. Door Held Warning Time (max). Warning relay (only DC22)
5. Alert relay (only DC22)

11.2 Setting properties

1. Open Entro [→ 13] application and click the **Doors** tab.
   Since the installer has already allocated addresses for the doors they are also registered with a name in the system.
2. Select the name (by clicking it) of the door whose information you want to enter.
3. Click **Edit**.
4. The name of the door is displayed in the **Name** field.
5. Enter the desired maximum unlocking time in the **Unlock time** field. Click the up- or down arrow respectively to increase or decrease the value, or enter the desired value in the field directly.
   The time available to open the door after a valid card has been swiped and/or a valid PIN has been entered. If the door is not opened during this time, it is locked again. Recommended opening time is 5 seconds. You can choose an unlock time between 1 and 99 seconds.
6. Enter the desired **maximum Opening time**. This is the time the door can be open before the warning signal starts (a buzzer and/or warning relay). You can choose an opening time between 1 and 999 seconds.
7. Enter the door held warning time in the **Door held open warning time** field. Click the up- or down arrow respectively to increase or decrease the value, or enter the desired value in the field directly.
   If the door is still open when the opening time is over, a buzzer sounds at the door for the time set as door held warning time. The buzzer reminds the person entering to close the door immediately as an alarm is about to go off. Recommended door held warning time is 20 seconds. You can choose a time between 1 and 99 seconds.
8. In the **Time schedule** field, choose the time schedule applying to the door. Click the down arrow to display a list of available time schedules (the time schedules you registered earlier). You can also click on the clock icon to *Create*, *Edit* or *Copy* a time schedule. Then choose the desired time schedule by clicking the name.
9. Choose **security levels** for the different time zones in the time schedule. Click the down arrow to display a list of available security levels. Then choose the desired security level by clicking the name.
10. Choose the suitable security level to apply to the reader in off-line condition (e.g. during a communications breakdown) in the same way. Persons belonging to the **Priority group** are the only ones that can open doors in an off-line condition. This is only true of doors where the PD30-EM, PD40-EM, DC22 or DC12 door controllers with additional readers are installed.
11. Click the **Advanced** tab.
12. Enter the choices you have made for the door concerning **access registration**, **remote opening** (exit request) and **background lighting**.
13. If you are using a motor lock, select which time zones the **motor lock** should be unlocked.

14. Select the **Motor lock stays locked**… check box if the motor lock should remain locked until the first person unlocks the door, e.g. in the morning.
15. Enter whether the internal buzzer should sound on key presses or not.
16. Select the Allow remote control of this door check box if the door will be operated from a PC, e.g. opened, via the Door and event monitor program.
17. You can select how the exit request input will act (pulsed):
    - Marked means that the door is unlocked for the maximum opening time from the moment the input is activated.
    - Unmarked results in the opening time starting from the moment the input becomes inactive. I e the door can be externally controlled and the lock relay can be activated longer than the opening time.

      Select if this door allows for a temporary changing of security levels to Unlocked or Group code by a caretaker. See section Caretaker functions [→ 62] on how this is managed at the door.
18. If lift control is applied, you may go to the **IOR6 Relays** tab and activate the desired relays during certain time zones. By activating the relay for a specific floor during a specific time zone, the floor will be accessible without the use of cards or code.
19. Click **OK**.
20. Enter information about the next door in the same way.

If you select a door and right-click you are able to Edit settings – or Show persons to see people authorized at this door.

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12 Add access groups

Before you decide on access groups, you should identify the departments or sections in the premises, what staff groups should have access to these departments and during which time zones they should have access.

For example, the office staff may consist of people working in a number of different departments. If you do not want the reception staff to have access to the research department's doors you can configure this.

1. Click the Access groups tab.
2. Click New.
3. Enter the name of the access group in the Name field.
4. If a common group code is to be used, enter the code in the Group code field.
5. Choose the time schedule for the group by clicking the desired alternative in the list next to the Time schedule prompt.
   You can also click on the clock icon to Create, Edit or Copy a time schedule.
6. Mark the tick box Caretaker if this group is allowed to temporarily change security levels for certain doors. This will also give access to all doors in a Reservation system (without reservation).
7. Select the doors that the persons in this access group should have access to and during which time zones they should have access.
   For example, if you want the group to have access to the entrance 24 hours a day, select all check boxes for that door.
   If lift control is applied, the floor numbers will be displayed under the name of the reader controlling the lift. Select the floors to which the group should have access.
8. Click the Alarm and entrance limitations tab (if this is displayed).
9. Select the suitable alarm by-pass rights for this access group.
10. If needed, select the desired entrance limitations for the group and the doors the group has access to. This can only be done if an entrance limitation zone has been created in SiPass Entro Installer.
    - Counter. Used if access should be limited to a certain number of entries. Later you may, for each individual people, specify the number of allowed entries (double-click the desired person on the Persons tab and click the Duration tab. Can be combined with limited access.
    - Limited access. Used if access should be limited to a certain number of entries per day (can be limited further to certain time intervals during the day). Limited access is specified in SiPass Entro Installer on the Zones tab, Entrance limitation). Can be combined with the counter.
11. If the access group should also have access to a reservation object, click on the Reservation object tab and select the object(s).
12. Click OK.
13. Set up information about the next access group in the same way. Start by clicking New.

NOTE 1

Group code cannot be entered if PIN without card is allowed (this can be set in the Installer application).

NOTE 2

Instead of clicking New, click Duplicate. If the information is similar for the next access group, you need only change a few pieces of information, e.g. name and group code.

NOTE 3

You can select an access group and right-click to invoke the same commands as the buttons.

13 Configure persons (cardholders)

13.1 General settings

Three settings affect the Person properties window where you enter information about persons.

Set individual PIN

There are two methods to set an individual PIN.

- Set on a PC.
- Set by each person at a door terminal.

!	*NOTICE*
	If method should be changed, re-entering of PINs necessary. You can not change the method of entering the PIN during operation. In case you want to change the method you have to re-enter all PINs. Carefully consider the method.

1. Open the Entro [→ 13] application.
2. Choose in the menu **System** > **System settings**.
3. Select the **General** tab.
4. There are two alternatives for setting the individual PIN [→ 61] :
   – If the person's PIN should be set on a PC, activate the option **At PC**.
   – If the person's PIN should be set by each person at a door terminal, activate the option **At Door**.

Set free fields

- Enter a 10 character free text in the **Title for Free Field in "Persons" screen** field and the **Title for Free Field 2 in "Persons" screen** field.
  ⇨ This text will be displayed as a field title in the **Person properties** dialog box. For example, enter *E-mail:* if you want to be able to enter an e-mail address for each person you register.

Set Priority persons

1. Select the **Priority persons** tab.
2. Select the cardholders which to be stored in the local door environment (door controller).
   ⇨ These cardholders can still access the door during off-line condition. This assumes the door has a controller/reader installed, that supports the Priority person functionality and the cardholder has access to the door.
3. Click **OK**.

13.2 Add and configure persons

The next step is to register the persons to have access to the premises and to divide them into access groups. Remember that there are commands in the software for importing information [→ 65] from external files.

Add person

1. Open the Entro [→ 13] application.
2. Select the **Persons** tab.
3. Click on the button **New**.
   ⇨ The **Person Properties** dialog appears.
4. Enter the name of the person in the **Name** field.
5. Enter the desired information [→ 30] in the free fields. Maximum 40 characters.
   – If confirmation of a reservation is to be sent, the first **Free field** must be used for holding the persons **e-mail address**.
6. For authorities in the Reservation module, choose a letter in the **Member Group** drop-down list.
7. Enter a maximum 6-digit number.
8. If member class is used, select the **Member Group Settings** tab.
   – Select the Member Group in the drop-town menu.
9. Select the **General** tab.
10. Enter the person's 8-digit card number in the **Card No.**: field.
    - or -
    If you have a keyboard with a built-in card reader you can swipe the card through the reader instead.
11. If the person's PIN is set at the PC, enter the desired 4-digit code in the **PIN** field. Next time you edit this persons' properties you will see stars **** in the field.
    ⇨ If personal code without card is allowed the **Personal code without card** check box is displayed.
12. Tick the **Personal code without card** check box.
13. Enter the desired code in the **PIN Code** field. Do not enter any card number.
    ⇨ If each person is allowed to choose his PIN at a door terminal, the **PIN Code** field is grayed-out.

Choose Access group

1. Open the **Person Properties** dialog.
2. Select the **General** tab.
3. Choose which access groups [→ 28] the person should belong to, by ticking the check box to the left of the desired access group. You can choose up to six access groups per person.
4. To create, edit or copy an access group, click on the group icon.

   ⇨ The group's name is displayed in the **Selected Access** square.
5. To remove a group, double click the name in the **Selected Access** square.
   - or -
   Untick the check box in the **Access Groups** square.

   ⇨ The name disappears.

Choose Personal doors

1. Open the **Person Properties** dialog.
2. Select the **General** tab.
3. If access is to be given to some certain doors, click on the button **Personal doors**.
4. Select the doors.
   The total numbers *and* access groups **cannot exceed 6**. The personal doors admits access 24-7 (= all time).
   Note that a door will only accept that 150 persons select it as a personal door.

Set duration of a person

1. Open the **Person Properties** dialog.
2. Select the **Duration** tab.
3. Enter from which date the person should be authorized in the system in the **Start at** field.
   - or –
   Choose a date by clicking on the button calendar [→ 43] .
4. Activate the option **Until further notice**.
   - or -
   Activate the option **End at** and enter the desired date.
5. If the person's access rights to certain doors should be limited, select **Restrict.**
6. Use this alternative if the person belongs to an access group with entrance limitations.
7. Click **OK**.

   ⇨ The **Persons** tab is re-displayed with the name of the person you registered.
8. Register the next person in the same way.

Deactivate a person (cardholder)

1. Open the **Person Properties** dialog.
2. Select the **General** tab.
3. To deactivate a person untick the check box **Active.**
   - or -
   Right-clicking a name in the card list.
   Make sure there is no checkmark in front of the menu **Card active**.

You can select one (or more) persons and right-click – and you can choose among several commands. E g to make the card inactive, show authorized doors, export information etc

13.3 Register unknown cards via the Door Monitor application

Sometimes there will be "unknown card" displayed in the event log window of the Door and Event Monitor program. You can easily make a card valid for a new user by right-clicking on the card number. A new window will be shown where you enter information.

13.4 Register cards with enrolment reader at PC

If an unknown card is read to the PC (via the USB-RIF/2), a new window will be shown where you enter information [→ 31] .

13.5 Duplicate a card

1. Open the Entro [→ 13] application.
2. Choose the **Persons** tab.
3. Click on the Button **Duplicate.**
   - or-
   Choose **Duplicate** by right-clicking on a card in the card list.
4. If the information is similar, change a few pieces of information, e.g. name and card number.

13.6 Duplicate to several cards

In a new system the card numbers are often in a series. You can easily configure these into SiPass Entro by using the extended duplicate function.

1. Open the Entro [→ 13] application.
2. Select the **Persons** tab.
3. Enter the first card [→ 31] .
4. Select the card to duplicate.
5. Click on the arrows to the right of the **Duplicate** button.
6. Enter the amount of duplicates the field **Number of copies.**

7. Enter the first card number in the **First card number** field.
   - or -
   Use the suggested (which is one higher than the selected card).

In the **Name field** there are two choices:

1. Activate the option for the actual name.
2. Choose a number to add to it.
   ⇨ The card number is then incremented with one and the name will get a suffix (added with one for each). E. g. if a name Visitor is marked in the above – the next name will be Visitor – x (where x is the entered number).
3. Activate the option **Same as card number**.
   ⇨ The card number is incremented and copied to the Name field.
4. Click **OK**.

⇨ The same access group settings etc will apply to these duplicates.

13.7 One person – multiple cards

It is possible for a person to have multiple cards. E. g. when using one type of card in the office and another for parking.

1. Open the person [→ 31] details.
2. Choose the **Extra cards** tab.
3. Enter the names and card numbers to be valid.
   ⇨ Theses names will be shown in the event log.
   The PIN and access groups will be the same for all cards.
4. To deactivate the card, untick the check box **Active**.

Note that the extra cards are not supported by the import/export function.

13.8 Add persons to the priority group

Using this function you can determine which people should be able to open a door in case of a communications breakdown in the system. Note that this only applies for doors controlled by the DC22/DC12 door controllers and PD30 & PD40.

This is how to decide which people should have this authorization:

1. Open the Entro [→ 13] application.
2. Select on the menu **System > System settings**.
3. Go to the **Priority Persons** tab.
4. Double-click on a person in the list **Available** and the name is copied to the **Priority persons** list.
5. Click **OK**.

To withdraw the authorization, double click the name in the Priority persons square.

13.9 Show persons authorities for doors

In the list of persons information about the authorized doors of a specific person can be get.

1. Open the Entro [→ 13] application.
2. Select the **Person** tab.
3. Select a person.
4. By right-clicking choose **Show doors**.
   ⇨ A list of the doors is shown.
5. Click **Close**.
   - or -
   Click **Print**.

14 Register system users

In SiPass Entro you can register several system users, i.e. several people with authorization to configure the system.

Several system users can be on-line concurrently if the system has been prepared for this. See section Multi-user environment (more PCs).

The people appointed as system users can also be registered in the system as persons. In the Add and configure persons [→ 31] section you will find instructions on how to do this.

The first time you register a system user you can only choose the All rights level. The reason for this is that there has to be at least one system user with authorization to perform all tasks in the system. Also note that **the user name bewa and the password pass will disappear** as you register a system user for the first time.

This is how to register system users:

1. Open the Entro [→ 13] application.
2. Choose in the menu **System > System Users**.
   ⇨ The names of existing system users are displayed in this window. If you have not registered any system users yet, the window is empty.
3. Click **New**. The **System users** window is displayed.
4. Enter a suitable name in the **User name** field.
   Optionally you can tie a card to this User by clicking the down arrow in the next field to display a list of registered persons. This may be used in applications using a physical card for login.
5. Select the desired name.
6. Choose a password and enter it in the **Password** field (16 characters at the most).
7. Enter the password once again in the **Verify** password field.
8. Choose the desired user level for the system user you have registered.
   - If the person should have authorization to make all types of changes in the system, choose **All rights**.
   - If the person should have authorization to all functions except the ones reached from the System menu, choose **All rights except system properties**.
   - If the person should only have authorization to register, change and delete information about persons, choose **Person properties** only.
   - If the person should have authorization to **remotely open doors** with the PC in the Door monitor program choose Door control.
   - If the person acts as an **Installer**.
9. Select the **door& event filter** to use, enter the **connection** and the **folder** to store events on for this System User. You can read more about filters in the section Event and door filters [→ 41] .

10. Select if the **Alarm dialog** window shall be visible. If so, a pop-up window will be displayed if an alarm event occurs.
11. Click **OK**. The List of system users' window is redisplayed with the name of the new system user.
12. Click **Close**. If you exit SiPass Entro now you can log in with the user name and password you just registered.

If you want more people to have authorization to configure SiPass Entro, proceed the same way to register the information.

If the same computer is used for two or more system users, different directories for storing events must be defined.

Otherwise the events may be overwritten.

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15 Bank Lobby Function

15.1 Using non-Entro cards for entrance

In SiPass Entro cards of different types, e.g. credit cards or some organization's special card can be used for access in dedicated readers. This is possible by configuring the card's prefix and then select which readers to use this function.

Remember that if the Bank Lobby Function are to be used at the same time as "ordinary" cards the security level always have to be Card only.

Example 1 - Cards with exact prefix

The card number is **5760** 0096 0029 5679. The four first digits – the prefix – identify the card as a certain bank's card and can then be entered as the prefix below.

Example 2 - Cards with some wild card digits

When configuring a prefix, a digit in the prefix can be substituted for a "wild card". Any digit may occur in the wild card's place to make the card valid. The wild card is represented by an asterisk "*". If a prefix is configured as **1257*0**, cards using the prefixes 125700, 125710, 125720, 125730, 125740, 125750, 125760, 125770, 125780 and 125790 will be valid.

In SiPass Entro, 15 prefixes can be configured. Each prefix may consist of 7 digits. The first digit in the prefix may begin at any position on the card. Information about prefixes on different cards can be obtained from the bank or company supplying the card. You may also contact Siemens Building Technologies for advice.

Because the function requires that all positions can be read from the card (and then evaluated by the system) the card reader MUST be of the type Clock & Data and reading mag stripe card. E g the BC18.

15.2 Configuring the prefix

Proceed like this:

1. Open the Entro [→ 13] application.
2. Choose in the menu **System** > **System settings** > **Bank Lobby Function**.
3. Click **New**.
4. Enter a **Name** e g VISA.
5. Enter the **Start position** and the **Prefix.**
6. Click **OK** and it will be stored in the list.

15.3 Decide on readers for Bank Lobby Function

You have to setup each reader to operate with the Bank Lobby Function to allow for the use of these cards.

Proceed like this:

1. Open the Entro [→ 13] application.
2. Click the **Doors** tab and select a door.
3. Select **Bank lobby** for the actual time zone.
4. Click **OK** to apply the changes.

16 Access registration

Every SR35i is striving to receive all events in the system storing them in its event buffer. I e events occurring in any part of the SiPass Entro system is mirrored between the segment controllers.

Depending of how the configuring is done for each System users [→ 36] , the registering, alarm reporting and graphical symbols will now be displayed according to the selected filter. It is important that the storage location (directory) have been defined for each System user.

Remember that all controllers will attempt to get all events for making further decisions (filtering, alarm reports etc.)

16.1 Decide on PCs to retrieve events

When you create a System user, you must choose which PC to be his/hers 'primary' PC, where events only are stored for this System User. Also you have to select which event filter and door filter to be used for this System User.

This means that if the same person using his/her level of authorization logs onto another connection (PC) the events will NOT be stored on that computer. Read more about using more than one PC and multi-user database in the description of the system.

The PC must be ONLINE with the SiPass Entro system to receive any events!

In the section Door and event monitor [→ 46] you will find instructions on how to start the monitoring program on your PC.

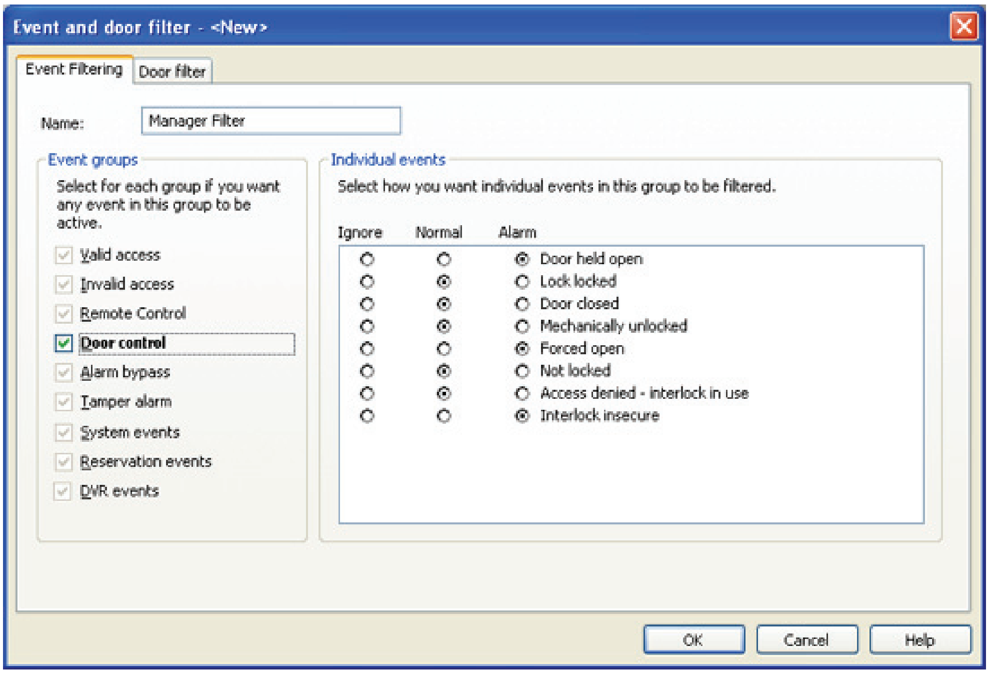
17 Event and door filters

Event and door filters are used in different ways in the SiPass Entro environment:

- To control common alarm outputs in the IOR6 (and alarm dialog pop-ups on the screen)
- Reduce the amount of events stored on hard disk.
- Control which events and door symbols to be displayed on the screen for a particular System user.
- Searching in the event archive.

Normally the system uses a standard event filter with recommended settings and displays all doors graphically on the connected PC. You do not need to change anything.

The screen shot below shows a typical setting for the door monitor type of events.



Event and door filter settings

17.1 Decide on name for new event filter

In every place in the software where you can/should select a filter you can **create**, **edit** and **store** your filter settings (to be able to re-use them). You can create a maximum of **32 event different filters**.

You can change filter settings – and then name it and save it. As follows:

1. Click on the icon beside the list box. Then choose **New filter**.
2. The **Event filtering** window is displayed. Enter the name for the new filter.
3. For each **Event group**, choose which events are to be reported.
4. Click the text, e.g. Valid access, to view the events belonging to this Event group. Then filter the events.

- Ignore The event is not registered and cannot be retrieved later.
- Normal The event is shown in the Door and event monitor and on printouts.
- Alarm The event is defined as an alarm event i.e. is displayed in red in the Event window.

5. To **ignore all events** in an event group, simply deselect the check box in front of the event group's name.
6. Click **Door filter**. Decide on which doors are to be displayed graphically on the screen and events to receive from.

NOTE 1

The events Exit request and Group code are by default set to Ignore and are not registered.

NOTE 2

Events marked Alarm are always printed, (only to the printers) even if you have requested nightly printouts only for this particular door.

NOTE 3

Events marked Alarm will also activate any Common alarm relay in any of the IOR6 (if activated). In addition, alarm-marked events are displayed as pop-ups on the PC's screen. The pop-ups are displayed even though the Door monitor program is not running, on condition that Entroser is running (see section Indicators for communication status [→ 14]).

17.2 Managing Event filters

You can also edit, copy or delete event filter settings. Mark the filter and click the button - but choose **Edit filter**, **Copy filter** or **Delete filter**.

You will get a warning message if you try to delete a filter that is in use.

17.3 Use event filters

You can reload already stored event filters, to simplify setting up, if you for instance have several common alarm or System Users (which should perform event control).

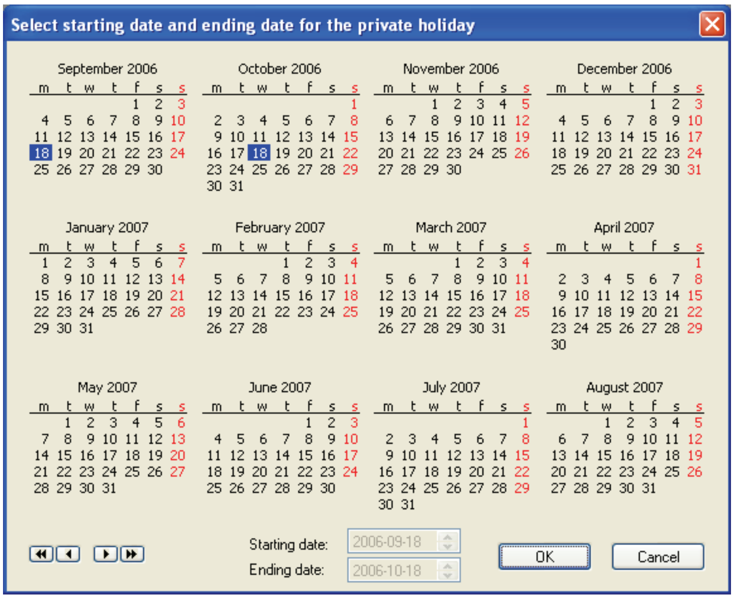
18 The calendar

By using the calendar you can enter a date quickly and easily, with only one mouse click e.g. when you are configuring holidays or holiday periods. The calendar can be reached from all windows where you are requested to enter a date.

Proceed as follows:

1. Click the **Calendar** button.

   ⇨ This is what the calendar might look like if you clicked on the button in the Holidays window:

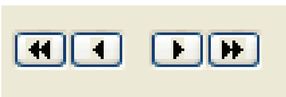


2. Choose the desired start date (applies to holiday periods) by clicking it. The date is displayed in the **Starting date** field.

3. Choose the desired end date by clicking it. The date is displayed in the **Ending date** field.

4. Click **OK**. The dates are displayed in the window from which you activated the calendar.

By clicking the double arrows you can browse one year backwards and forwards respectively. Click the single arrows to browse the calendar one month backwards and forwards respectively.



19 Encryption functions in Local Area Network

SiPass Entro uses integral encryption software when communicating in network environments. This higher security level is necessary - especially when SiPass Entro is installed in Internet applications.

The user of SiPass Entro should regularly change the crypto key needed by the encryption algorithm. The crypto key will always be stored in the database. The algorithm uses 128-bit level.

If the crypto key is not correct the communication is not established – and the system must be completely reset and re-configured.

19.1 Encryption gives higher security

Because of the fact that network use needs an encryption algorithm the security aspects of a system are improved. At the same time this raises some important points:

- Always write down the crypto key as soon as it is changed from the standard!
- There are no back-doors into the system. I e there is no work-around if the crypto key is lost.
- The only way to re-create a system - is to reset it and re-configure the entire information.

A good idea is to use the default crypto key (used at delivery) until the system is completely set-up – and then change it.

19.2 Change the crypto key

1. Open the Entro [→ 13] application.
2. Click on **System** and select **Change crypto key**.
   ⇨ A wizard is invoked to guide you further.
3. Select in which way the crypto key should be created:
   – The System creates the crypto key **automatically**.
   – You enter the crypto key **manually** – at least 32 characters. Valid characters are 0-9, A-F (hexadecimal, upper case).
   – Use a **default** (which also is used in the SR35i at power-up – if no database is loaded).
4. Click **Next.**
5. If you have chosen to enter the crypto key manually – a field appears where you enter the 32 characters.
   ⇨ The entered/generated crypto key is shown. **Do not forget to write it down and keep it in safe place!**
6. Click **Next** – and the new crypto key is sent to all SR35i. All SR35i must be on-line to make the encryption work.
7. Click **OK**.

20 Door and event monitor

The section Access registration [→ 40] described how to choose which doors will be monitored on your PC. Below you will find instructions on how to use the **Door and event monitor** program.

1. Open the Door monitor [→ 13] application. Note that you can also start the application from SiPass Entro File menu.
2. Choose **Event log** on the **File** menu (if the Events window is not already displayed).

Each event defined as **Normal** or **Alarm** is displayed (see the section Access registration [→ 40]). Alarm events are displayed in red. The events will appear on the screen as they occur.

The PC must be ONLINE with the SiPass Entro system to receive any events!

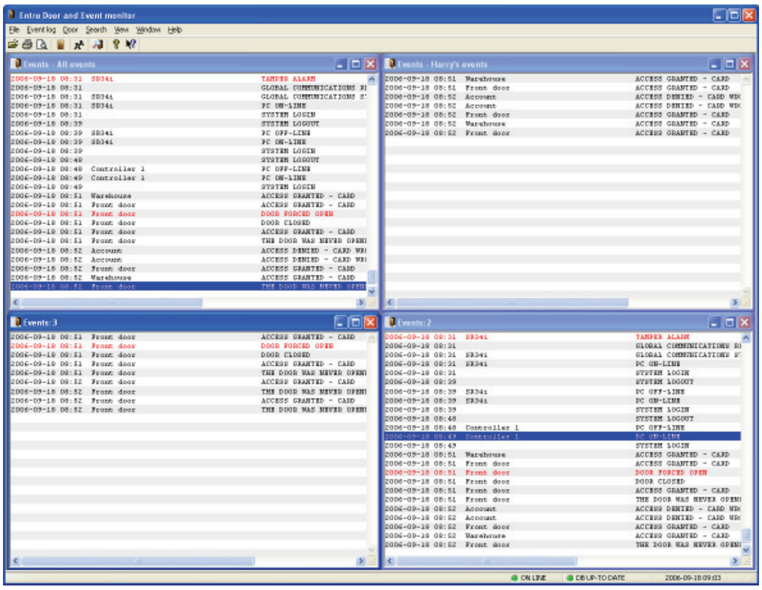
20.1 Multiple windows with different monitoring focus

By opening multiple event windows you can monitor different doors, persons, events etc in different windows.

Proceed as follows:

1. Choose **New Event log** on the **Event log** menu. A new event window named **Events:2** is displayed. The first event window is renamed **Events:1**.
2. Choose **Tile windows** on the **Window** menu. The windows are arranged side by side. Both windows display the same events.
3. Click the right mouse button on the **Events:2** window. A menu is displayed.
4. Choose **Change filter**. The Change filter window is displayed.
   Now you can choose whatever you want to monitor in this window. For example, you can monitor a specific person and/or a specific door. You can also customize the event filter, e.g. to limit monitoring to certain types of events.
5. To customize the event filter, click **Custom filter**.
6. Click **Set filter**. The Event filter window is displayed.
7. Select which event types to monitor in the **Events:2** window, and then click **OK**. The Change filter window is redisplayed.
8. Click **OK.** Now you have two event windows monitoring different movements.
9. To add **more** event windows, choose **New Event log** on the **Event log** menu and then **Tile windows** on the **Window** menu.

This is what the screen might look like when you are using four event windows:



To simplify monitoring, the event windows can be named.

Right-click the desired window and choose **Name view**. The **Set name of view** window is displayed. Name the view and click **OK**. Filtered and named views will reappear even if the program is shut off and restarted.

20.2 Search events

To search for old events in the archive, proceed as follows:

1. Choose **Search events in archive** on the **Search** menu. The **Event search** window is displayed.
2. As in when you are choosing what to display in a monitoring window, you may search for events relating to specific persons and doors. Using the custom filter you can choose what event types to search for.
3. Choose the desired settings.
4. To limit the search to specific dates and times, select the **Events after** and **Events before** check boxes and state the desired date and time intervals.
5. Click **Search**. Events corresponding to your search concept are displayed.
6. You now have the option to export this information by using the command **Save events** in the **System menu** and select file format.

This can be used for searching for example reservation events and for further administration in external software such as Excel or similar.

20.3 Using several camera and door status windows

It is possible to display both camera and door icons in several windows. E g if you want to collect some part of a facility in the same view. To customize the view proceed like this:

1. Position the cursor in any **Object** window.
2. Right-click, select **Change filter** and choose which doors and/or cameras to view.
3. Optionally name the new window by right-clicking again.

It is possible to create several windows with mixed or different doors/cameras.

> The viewing of images is supported for displaying on the **primary screen** of the Windows environment. Depending of the type of graphic card etc it might be possible to use a secondary screen – but not guaranteed

20.4 Camera operation in PC

The viewing of images is supported for displaying on the primary screen of the Windows environment. Depending of the type of graphic card etc it might be possible to use a secondary screen – but not guaranteed

If you are familiar with a particular DVR environment you will recognize some commands. If not – you will find the information in the **DVR User manual**.

20.4.1 Camera icons

You will see some camera icons in the Object window.

	Normal state – camera on-line and stand-by.
	Camera is recording
	Status unknown (possibly caused by error in the communication with the camera). Live view to PC may work.
	Camera error. Typically by black-out (covering camera) or white-out (directing a lamp) on camera.

20.4.2 Live view without recording

Some times it is desirable to monitor a door or similar **without recording**. This means streaming images continuously to a window in the PC.

Remember that a **Viewer** software must have to been installed in the PC prior to using this command.

Double-clicking on a camera icon will invoke a new window and display live images.

20.4.3 Manually recording

In the Installer program you may have configured that an automatic recording shall be performed.

You can also perform a **manual start and stop** of a recording. Note that you of course must keep track of the duration manually. Also remember that this command uses the settings (like frame rate) in the DVR. **Be careful – this command can generate large files in the DVR**.

Proceed like this:

1. Select a **camera icon** in a *Door monitor.*
2. Right-click and select **Start recording**. The camera will now store images on the DVR.
3. Abort the recording by right-clicking again and select **Stop recording**.

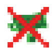
This will generate an event which then can be viewed with an event log command.

20.4.4 View recordings in the event log

Normally you use the event log in the Door monitor to find and replay recordings triggered by the SiPass Entro application.

If e g a door has been forced, this event may generate an alarm event that both sends a hardware signal (IOR6) and triggers a recording.

In the event log an image sequence is indicated by an icon in front of the event.

	Recording started or finished. Clicking on the icon will normally replay the sequence. But when clicking on it **during recording will instead start a start Live view.**
	No recording from camera.

Proceed like this:

1. Select by scrolling (or searching) the event log for an event with a camera symbol.
2. Double-clicking on the event and the recording will be displayed in a new window (in the DVR Viewer).
   ⇨ Depending of the DVR in use, different command options may further be used by right-clicking in the viewer window.
3. Perform any required actions.
4. Exit the viewer window.

Remember that if the event window in SiPass Entro indicates that an image sequence has been recorded but then separately deleted in the DVR, an “empty” window will be seen.

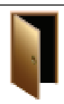
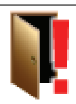
20.4.5 Search and view recordings from one camera

Right-clicking on a camera icon and selecting **Event log** will display events from just that specified camera. Perform the steps above to view any recording.

20.5 Door operation from PC

The **Door and event monitor** also includes graphical door status display. This is where you can operate the door directly from the PC, e.g. open the door. To make this possible you have to enable this function for each door to be operated from the PC. The option is found on the **Doors/Advanced** tab in the SiPass Entro application. You can also activate or deactivate a bistable intrusion alarm (if authorized with all rights).

The following symbols exist:

	The door is locked. This is the normal state even for granted accesses.
	The door is unlocked.
	Alarm event on locked door. Example: The card reader has been vandalized.
	Alarm event on unlocked door. Example: The door held warning time has expired.
	Unknown status. Displayed when the system is off-line, e.g. when you are working with a modem connected system (see the Working with multiple systems [→ 57] section).
	Alarm activated. Shows that SiPass Entro understands that an intrusion alarm is turned on and that the door is blocked.
	Alarm event on a door where the alarm is turned on. E g if the door is forced.

Right-click a door symbol to display a menu where several options for door operation are available, e.g. Remote open, Toggle open etc. You can also display the door's event log and open a window displaying the door's current status.

To be able to operate a door from the PC you have to be logged on and be a level 1 or 2 system user, i.e. with all rights or all rights except system settings. There is however a special level of system user that permits remote control of doors.

You can log on by starting the SiPass Entro application and log on, or choose **Login** on the **File menu** in the Door monitor.

20.5.1 Open/close all doors

In case of fire or in other circumstances when all doors need to be opened at once, choose **All Doors Open** on the Door menu. To close the doors, choose **All Doors Reset**.

To be able to open/close all doors from a PC, you have to be logged on and be a Level-1 System user, i.e. with all rights.

You can log on by starting the SiPass Entro application and log on, or choose **Login** on the **File menu** in the Door monitor.

20.6 Roll call

If you have created roll call or anti-pass back zones, the **Roll call** view shows the whereabouts of different persons in the premises.

1. Choose **Roll call** on the **File** menu. The **Roll call** view is displayed with names of persons and the zones they are currently visiting.
2. The view can be filtered further if needed. Right-click and choose **Change filter**.
3. To monitor several zones or persons at the same time, right-click and choose **New roll call view**. A new window is displayed. Arrange the windows on the screen by choosing **Tile windows** on the **Window** menu. Then filter each view as desired.

20.7 Reset blacklisted card

Persons who have violated anti-pass back, i.e. not used their card to leave a zone they have previously entered, and persons that have entered three incorrect PIN in succession, get their cards blacklisted. This is displayed in the **Roll call** view and in SiPass Entro **Person's** tab with two asterisks (**) in front of the name. To reset the card, double-click the name. Note that you have to be logged on in SiPass Entro or the Door monitor to be able to do this.

21 Card printing

The card (badge) printing facility can be used for adding images (photos) on the cards but also for printing receipts to be signed by the card holder (when handing out cards).

However, cards can be printed without images and the function may also be used for printing receipt only.

Some steps should be considered before any cards can be printed.

- Designing of card template(s) and storing them in a library.
- Designing of receipt templates (optionally).
- Linking the photos to card holders in the database.

Printing one or more cards can then be performed.

21.1 Pre-requisites

These are the requirements to be able to use card printing:

- A third party card printer installed. It is important that this printer is Windows compliant. Please read the manufacturers documentation how to install. Note that for receipt printing a standard Windows printer may be used.
- Suitable access cards aimed for printing.
- One PC chosen to store the main set of cardholder photos.
- Digital Photo equipment to create and prepare suitable photos.

The photos are stored in a **separate database** in the PC used.

21.2 Template design tool

In the SiPass Entro software there are a special tool that is used for creating and maintaining both **card templates** and/or **receipt templates**.

The templates are used when printing the actual cards and means that the same information can easily be printed in different layouts.

21.2.1 Static or dynamic information

It is also possible to use both static and dynamic information in the template:

- **Static** means that this will appear on all cards using the same template, e g a company logotype.
- **Dynamic** means that it will be linked to the cardholder data, e g card number. This information is fetched from the fields in person’s tab.

21.2.2 Card layout templates and/or Receipt layout templates

Because you create both card templates and receipt templates in a similar way – both commands are in the same dialog window. You may create several types of templates as well as deleting.

Note that for the *receipt* the preview and format will be different.

Proceed as follows:

1. Open the Entro [→ 13] application
2. Choose **System > Badge and Receipt templates**.
   ⇨ A list of existing templates and receipts are displayed.
3. Select an old to edit - or create a new template.
   ⇨ A window is displayed with icons and buttons as well as a preview.
4. Enter the name, e g Normal and enter a brief description.
5. Select the orientation **Portrait** or **Landscape**.
6. Select if **double-sided** or not.
   If double-sided is selected, a new *back side* tab appears. Note that the orientation must be the same for front & back side.
7. Click on any of the three icons **Text**, **Photo** or **Rectangle**.
8. Drag-and-drop the objects to a suitable positions. A **preview** is displayed.
   ⇨ As soon as an object is positioned and then selected again, the window changes slightly and displays its properties.
9. Optionally change values for any of the object's **property settings** (size, fonts, color etc).
10. **Close** when finished.

21.2.3 Static and/or dynamic text

Both static and dynamic text may be positioned in the template.

Proceed like this:

1. Open the Entro [→ 13] application
2. Choose **System > Badge and Receipt templates**.
3. Drag-and-drop new text objects into the template (or mark an existing).
4. Select one of the following two options:
   - Enter a **static** text in the field **Text** and this object does not change.
   - Click on the arrow in the drop-down list **Text** for linking a **dynamic** text. Select any of the pre-defined variables.
   - Currently there are following selections (linked to the person's properties):
     Cardnum
     Name
     Validto
     Validfrom
     Free_field_1

Free_field_2
Member_group

5. Optionally change any general properties for the text.
6. Repeat for each text object.

21.2.4 Static and/or dynamic images

As soon as an image frame is positioned there is a choice of image type:

- **Static images**, e g logotypes, can be imported by browsing an image library. To add it, mark the positioned image frame and import the image.
- **Dynamic photo from person tab**. This choice will link dynamically to the current photo of the card holder. So when the template is used for a print, the system will automatically change the photo.

There might be some automatic re-sizing of the images, so it is advisable to prepare the images and make some tests to fulfill the particular needs.

21.3 Linking images to card holder

When the templates are created and the data is entered for any card holder you need also to import the image (photo) and link it in the person's tab.

Proceed as follows:

1. Open the Entro [→ 13] application
2. Go to **Persons** tab.
3. Select a person in the list.
4. Click **Edit**.
5. Click on **Image and Badge** tab.
   ⇨ A dialog window is displayed with new commands.
6. Click on **From camera** or **From file** input to import the image. Follow the instructions.
   ⇨ The image is now linked (dynamically) to the card holder.
7. Click **OK** – or click on **Print card**.

21.4 Printing a card

When one (or more) card holder data is prepared it is time to print the card(s).

Proceed as follows:

1. Open the Entro [→ 13] application
2. Go to **Persons** tab.
3. Select a person.
4. Click on **Image and Badge** tab.
5. Click **Print card.**
6. Select a layout template.
   ⇨ A preview of the card is displayed.
7. Select the printer
   – Optionally also print the receipts for the person (if any template exist).
8. Finished.

It is also possible to **only** print the receipt by using the **Print receipt** button.

21.4.1 Print with right-click command

It is possible to print a single card or several cards in a batch.

Proceed as follows:

1. Open the Entro [→ 13] application
2. Go to **Persons** tab.
3. Select one or more persons by holding down the <ctrl> or <shift> and mark the cards to print.
4. Right-click, select **Print card(s)** and follow the instructions on the screen. E g selecting the templates for the cards.
   – Optionally also print the receipts for the persons.
5. Finished.

21.4.2 Print in a Terminal server environment

If the card printing function is used in a Terminal Server environment please consult the IT department how to setup.

22 Printouts

SiPass Entro provides you with two types of printouts:

- **Configured information.** At any time you can print the information you have configured about time schedules, doors, access groups and persons. Print the information by choosing Print on the File menu. This type of information can only be printed to printers directly connected to your PC.
- **Events**. This type of information can be printed to a printer connected to the PC or automatically to a printer directly connected to a segment controller.

22.1 Configured information

Proceed as follows:

1. Choose Print on the File menu.
2. Choose what information to print. In the above example the Persons option is pre-set. SiPass Entro automatically suggests the option corresponding to the tab being active when you chose Print.

The **Selected persons**, **Selected doors** etc. options mean that only information about the person, door etc. selected on the tab is printed (make your selections before you choose **Print**). By clicking **Preview** you can view the printout on your PC’s screen.

22.2 Events

Events can be printed from the **Door and event monitor**.

Proceed as follows:

1. Open an event log by choosing **Event logs** on the **File** menu (if it is not already displayed).
2. Right-click somewhere in the event window.

   ⇨ A menu is displayed.
3. Choose **Change filter**.
4. Select the types of events to be displayed.
5. Click **OK.**
6. Choose **Print** on the **File** menu

23 Working with multiple systems

This section describes how to provide a modem-connected system with information about time schedules, persons, access groups, doors etc.

23.1 Logging in

As you log in you can choose which system to work with.

1. Open the Entro [→ 13] application.
   ⇨ The log on window is displayed.
2. Enter user name, password and connection.
3. In the System list box, choose the system you want to configure. If more than 20 exist there will be an additional search field. You enter a character and the system finds any name that includes this.
4. Click OK.

⇨ The system's site name is displayed in the title bar of the window. Otherwise the window is empty. The red indicator next to the OFF-LINE text tells you that you have no contact with the modem-connected system.

23.2 Dialing the modem connected system

This is how to establish modem connection with the system you logged in to:

1. Click the lifted handset symbol or choose Dial on the Modem menu. A message is displayed while the system tries to establish a connection.
2. When the connection is established, the ON LINE indicator is lit green to indicate that you have direct contact with the dialed-up system the following message is displayed.
3. Wait until the DB UP TO DATE indicator turns green. This may take a couple of minutes since information has to be transferred.
4. When the DB UP TO DATE indicator is lit green, your PC contains the same information as the dialed-up system.

23.2.1 Configuring information

1. Configure the information in the modem-based system.

SiPass Entro should always be ONLINE (dialed-up) when you configure a modem-connected system. This makes information transfer quicker and safer.

2. Wait until the green indicator and the DB UP TO DATE text is displayed bottom right in the SiPass Entro window.
3. Click the replaced handset symbol or choose Hang up on the Modem menu.

23.2.2 Starting Door monitor without interrupting the modem connection

The following symbol is displayed bottom right on the PC's screen:

Communication icon

Click the right mouse button on the two indicators to display a menu where Door monitor is one of the alternatives. In the same way, you can switch from Door monitor back to SiPass Entro. The modem connection will not be interrupted.

23.2.3 Logging in to another system

On the File menu you will find an alternative named **Login to another system.** Choosing this alternative you do not have to exit Entro to configure another system. Instead, the login window is displayed for you to log in to the desired system.

If the modem connection is open when you choose Login to another system the current connection will automatically be closed.

24 Using the system

In this section the functions of SiPass Entro are described from the viewpoint of a person entering the building. How do you get in? How do you set an intrusion alarm?

24.1 Entrance

People entering the building can open a door in several different ways, depending on the security level:

- By using their card at the card reader of a door terminal.
- By using their card at a card reader.
- By entering a group code at a card reader or a PIN reader.
- By using their card and entering the PIN at a card reader.

If the card/code is accepted, the green LED is lit and the lock is opened.

If the person entering the door enters the **wrong PIN** three times in succession, the card will be blacklisted and must be re-validated at the PC. To indicate that a card is blacklisted for this reason, two asterisks (**) are displayed in front of the person's name on the **Persons** tab in SiPass Entro. Double click the person's name to withdraw the cancellation.

The red LED (if it exists) on the reader can indicate in two ways that the alarm is activated.

- Either permanently on all readers in the zone.

- For a certain time and only on the reader where the command is performed. All other methods do not turn on the LED at all.

24.2 Arm and disarm an intrusion alarm system

To be able to arm and disarm an intrusion alarm system, the person must be a member of an access group with authorization to arm and disarm intrusion alarms.

- Certain access groups can have authorization to arm an intrusion alarm only, while other access groups may only be allowed to disarm an intrusion alarm.
- System users with *all rights* also can arm and disarm an intrusion alarm via the icons in the Door Monitor application.

Arm an intrusion alarm system – with a card

1. Press **B** on a door terminal.
2. Use the card through the reader and enter your PIN (depends on the current security level).

⇨ The alarm is armed.

The door is given the security level chosen in the Installer application (often Card + PIN security level), irrespective of the security level applying when the alarm was armed. This security level applies until the alarm is disarmed.

Disarm an intrusion alarm system – with a card

1. Use the card at the card reader of the door terminal.
2. Enter your PIN (decided by the current security level).

⇨ When the alarm is disarmed the door is given the security level according to the defined time zones.

24.2.1 Abort an automatic alarm arming cycle

If the system is configured so that alarm arming is done automatically by a time schedule – people remaining in the facility are still able to abort an on-going alarm arming cycle. A warning signal sounds during this time.

However - once the warning time ends there are no possibility to “buy time”. Instead the alarm is armed immediately.

Proceed as follows:

1. When you hear the warning signal (the alarm will soon be turned on), find the nearest door in the same zone.
2. Use your card at a card reader.
   - or -
   Push the exit button (if allowed).
   ⇨ SiPass Entro will go back to the normal state – until the next automatic arming is started.
3. You can remain in the facility until you hear the warning signal again – and repeat the steps above.

24.3 Enter the duress code

Duress works only during the Card + PIN security level.

This is what the person entering the building should do if forced to open the door under threat.

1. Use the card.
2. Use the ordinary PIN and add up 1 number to the last digit in the PIN.
   Example 1: If the PIN is 1234, press 1235 instead.
   Example 2: If the PIN is 1239, press 1230 instead.

⇨ When a duress code is entered, the door is opened at the same time as the common alarm output in IOR6 can be activated (duress has to be defined as an alarm event for this to happen).

24.4 Set or change the PIN

This is how a user sets or changes their PIN, if "Personal Setting" has been activated.

1. Press the **A** button on the door terminal.

   ⇨ The yellow LED is lit.

2. Use the access card through the card reader.

   ⇨ The yellow LED is lit.

3. Enter the old PIN.
   - or -
   If you have no previous PIN, enter 0000.

   ⇨ The yellow LED blinks twice.

4. Enter a new 4-digit PIN.
   The PIN 0000 cannot be used.

   ⇨ The yellow LED blinks twice.

5. Enter the new PIN once again.

24.5 Pop-up windows – and acknowledgement

The system allows for choosing any event (in the filter settings for the actual system user) to be treated as an event alarm. This means that a pop-up window will appear on the screen whenever these alarms occur. (Note that these alarms not necessary mean an alarm related to an intrusion system).

You have now the option to acknowledge the event – or not.

If you need to review any older event – just uncheck the tick-box – and all alarm events are visible.

24.5.1 Common alarm outputs

There is a function called **Common alarm** (or summary alarm) that is related to the IOR6 relay controller outputs.

Often these outputs are connected to external equipment to bring attention to a problem that needs action.

The settings in the Installer application allows for two types of alarms:

- Alarms that **generates a pulse** in the IOR6 Common relay and "pop-up" on screen and will then only be stored as an event.
- Alarms that are set to activate the Common relay output as a **toggle function** and require an **acknowledgement** or **another event** to reset the relay.

E g a **door held open too long** alarm will activate the relay and remain active until a **door closed** event reset the relay.

Only caretakers can reset any common alarm *at a reader keypad.*

24.6 Caretaker functions

Some doors can be configured to allow for a temporary change of security level. The door can be set Unlocked for certain times - or set to Group code (4 digits). The command is invoked at - and applies only to – a selected door.

The prerequisite is that the person doing this must belong to an access group with the **Caretaker** tick box selected.

24.6.1 Unlocked

There are three different commands for a Caretaker to unlock the door.

- A18 All **caretakers** can then reset/lock the door.
- A19 Only the **very same caretaker** can then reset/lock the door.
- A20 **All** authorized card holders can then reset/lock the door.

Proceed as follows:

1. Press **A18**, **A19** or **A20** and the yellow LED flashes three times.
2. Use the **card** (+ PIN).
   ⇨ The yellow LED is lit.
3. Enter the **time** when the door is to be locked again. E g 1600 for 4 PM.

⇨ The reader sets the door unlocked until the requested time (or a time zone change).

24.6.2 Group code

Proceed as follows:

1. Press **A21** and the yellow LED flashes three times.
2. Use the **card** (+ PIN). The yellow LED is lit.
3. Enter the **time** when the door is to be locked again. E g 1600 for 4 PM.
4. Enter the **group code** with four digits (not 0000).

⇨ The yellow LED flashes once and the group code will work until the requested time (or a time zone change). Remote opening from PC will still work.

24.6.3 Reset door to normal state

To reset to normal mode again before the requested time - proceed as follows:

When unlocked

Dependant if the command A18, A19 or A20 have been used when unlocking the door, different card holders can reset the door.

- Use the **card (+ PIN)** in the same reader **or** use the Toggle reset from PC in the Door monitor program.
  - ⇨ The door is **locked** and set to normal mode.

When group code

1. Press A21 and use the **same card (+ PIN)** in the same reader
2. Press **0000**.
3. Press **0000** once again

⇨ The door is **locked** and set to normal mode.

24.7 Quick search of card holders

There are several ways to search card holders (persons) in the database. As long as the naming is consequent (e g first name first), it is easy the find the person you want.

With initial character

If the person window is active, a single letter will position the cursor to the first card holder starting with that letter. The search is done from left to right. All card holders will still be visible.

With quick search field

In the quick search field several characters can be entered (from left) and only the card holders that match are displayed. The filtering reduces the list dynamically when more search characters are entered.

The filtering remains until you switch to another tab and go back – or end.

With enrolment reader

If an USB-RIF/2 reader interface (and a reader) is installed at the computer, a card can be presented for the reader. The system will directly display the card holders' properties.

24.8 Advanced searching of registered persons

Using this function you can search for all the persons granted access in the system.

1. Choose Person on the Search menu. The Search persons window is displayed.
   ⇨ In the Search persons window you can use a number of different search criteria in order to search for a person. For example, you can use the name, part of the name, the card number, the optional field or one of the access groups. You can also combine the search concepts and use “wildcards” and “jokers” (“*” and “?”). See the examples.
2. Enter the desired search criteria.
3. Choose whether the search should be case sensitive. If the check box is selected and the search criterion is “smith” the system will not find “Smith”.
4. If the Match all criteria check box is selected, all entered search criteria must be matched for the person to be found. This alternative is best when the search consists of a combination of search criteria. If the check box is empty, only one of the criteria needs to be matched.
5. Click Search. The name you searched for is displayed on a new, temporary tab called Search result.
6. You may now, using the Search result tab, change the database information for this person. Just select the name and click Edit. To remove the person from the database, click Delete.

If you are not satisfied with the search result, click the Change criteria button. The Search persons window is redisplayed. The original search criteria are saved for you to make the necessary changes.

When you are finished you can remove the Search result tab by clicking the Remove tab button.

24.8.1 Search example

To find all persons belonging to a certain access group, simply select the desired access group. In addition it is also possible to select one or more doors in the lower frame.

To find all persons by the name of Smith, enter the last name and an asterisk (*), i.e. Smith*. The asterisk (or wildcard) implies that any character and any number of characters may be found after the asterisk, the system will find them whatsoever. If you have registered the persons with the christian name first, enter the asterisk first, i.e. *Smith.

To find all card numbers beginning with 1234, enter 1234 and an asterisk, i.e. 1234*.

Apart from asterisks, question marks (jokers) can be used in the search criteria, e.g. if you are not sure how the person spells his or her name. The question mark represents one character, any character.

24.8.2 Search with right-click on person – or door.

You can mark one person in the list, right-click and select to show authorized doors.

In the same way you can mark one door and all authorized persons will be shown. It possible to edit any selected person from this list.

24.8.3 Import and export information about persons

It is easy to import information about persons to SiPass Entro, from e.g. Excel. You may also export files to other applications from SiPass Entro.

However extra cards, personal doors and/or pictures of cardholders are currently not supported by the import/export tool.

24.8.4 Import information

You can import most information about cards (persons). Please refer to the section about creating an Excel file [→ 67] .

If any person uses extra cards, personal doors or has a cardholder picture stored, you cannot import this information from a file. Instead you must enter this via the standard menus.

1. Open the Entro [→ 13] application.
2. Choose on the menu File > Import persons.
3. Find the file to import.
4. Click Open.

24.8.5 Export information

You can also export most information about cards (persons) into a file. Note that the PIN is encrypted and cannot be understood. However - it can still be imported from the same file.

1. Open the Entro [→ 13] application.
2. Choose on the **File > Export persons menu**.
   ⇨ The Export persons to file window is displayed.
3. Find a folder where the file can be stored.
4. Type a name for the file in the **File name** field.
5. Click **Save**.

The name of an access group must be identical. Both spelling and lower/upper case must be correct. If not – a complete new group will be imported without any authorities at all.

If any person uses extra cards, personal doors or has a cardholder picture stored, you cannot export this information from a file. Instead you must enter this via the standard menus after you import the data again.

24.8.6 Create an import file in Excel

1. Create one empty spreadsheet. E g Remove any Sheet 2, Sheet 3 etc.
2. Be sure that actual cells are in Text format before you enter any information and store it in a file. (E g Excel can not manage leading zeroes in numerical fields.)
3. The file should be of the format below for each person (row).
4. Choose Save as on the File menu.
5. In the File format list box, select the desired delimiter, e.g. semicolon.
6. Type a name for the file in the File name field and click OK.

Column	Field	Comments
A	Name (e g Surname)	Text 1) Note! Field A and B together maximum 32 characters.
B	Name (e g first name)	
C	Free field	Text (maximum 40 characters). E g E-mail address.
D	Card number	Text value 3) (00000000-99999999) If Entro standard card parameters are used, padding zeroes will be imported to get eight digits.
E	PIN	Text value 3) (0001-9999)
F	Valid	Text Alt 1 YY-MM-DD Alt 2 YY-MM-DD - YY-MM-DD
G	Group 1	Text 2) (16 characters) – or empty
H	Group 2	Text 2) (16 characters) – or empty
I	Group 3	Text 2) (16 characters) – or empty
J	Group 4	Text 2) (16 characters) – or empty
K	Group 5	Text 2) (16 characters) – or empty
L	Group 6	Text 2) (16 characters) – or empty
M	Priority person	Not imported – Leave empty
N	Counter	Text value (00-99)
O	Member group no	Text value (0-999999)
P	Card inactive	Text Yes/No
Q	Free field 2	Text (maximum 40 characters).

1) If name is imported from SiPass Entro Lite, the name truncated to the 32 first characters

2) The name for a group must be identical regarding spelling and case. Otherwise a new group without any permission at all will be imported. For other software than Excel be sure that a delimiter character (e g semi-colon) is included for every access group not used.

3) If **Personal code** is used the Card number field must be empty and the Personal code in the PIN field.

24.9 Backup of event files

In cases where you want to archive events files (stored on the PC hard disk) on some other backup media, this can be copied separately. Remember to coordinate these operations with the automatic deletion of event files.

Proceed as follows:

1. Start Windows Explorer.
2. Find the folder where the actual system user has specified to store the events.
3. Select which user's **event files** to archive.

Dependant of the PC environment itself, there maybe many methods of doing this automatically. Consult the IT-manager.

24.10 Backup of the database

Normally it is sufficient to let the database (with all the settings, persons etc) be stored in every SR35i (and in the PC) to ensure the safety and integrity of the system. The more segment controllers there are – the more backup copies there are.

However – it is possible to save a PC-file copy of the entire information on a backup media. Proceed as follows:

1. Start Windows Explorer.
2. Go to the Windows users profile folder. Example for Win XP: C:\documents and settings\Username\.
3. Go to the database folder \Username\Application Data\SiPass Entro \Standard\.
4. Copy all files to a suitable backup disk.

Note the above method is only valid if no other database path is configured in the dbpath.ini

There are also methods of doing this automatically, dependant of the PC environment. Consult the IT-manager.

The installer can also use the menu system in the SR35i (SR34i) to store or re-store the database to/from an existing CF8 memory flash card. However – this method shall be considered as an emergency operation and must be used with caution.

24.11 View system resources

You can see how many doors, cards, time schedules there are that are used in the system.

1. Open the Entro [→ 13] application.
2. Choose in the menu **View**.
3. Select **View system resources**.
   ⇨ A graphic bar diagram displays the capacity of the system.
4. Click **OK**.

24.12 View and make reservations via Entro

The **System user** of the SiPass Entro has the possibility to see all reservations made. Even new reservations for persons can be made via the PC used for administration.

Remember that it is possible to make reservations in all objects that an End-user normally does not have access to. E g if an object is out of order, another similar object may be reserved instead.

The System user may be asked to optionally send an **e-mail** confirmation to the user (if an e-mail address exist) and/or decide if the action shall be logged with a **debit** notation in the log (if there are debit values assigned to the object).

24.12.1 View reservations in general

Proceed as follows:

1. Open the Entro [→ 13] application.
2. Select **System > Manage Reservations.**
   ⇨ A list is displayed with every reserved object and corresponding member group.
3. Make new reservations by clicking the **Make reservations** icon. Doing this – there is also a choice for sending an e-mail confirmation message.
   – In a similar way you can cancel reservations by clicking **Cancel reservations**
4. Exit the window.

24.12.2 Make reservations for person

It is possible to make reservations in the person list directly. Proceed as follows:

1. Open the Entro [→ 13] application.
2. Mark a person in the list.
3. Right-click and select **Make reservations.**
4. Select in the list box **Reservation object**.
5. Select **date** (by picking in calendar).

6. Choose one of the times written in black text.
   ⇨ Any green text is earlier reservations made for the member group. Any red times displayed are reservations made by another member group.
7. Click on Make reservations.
8. Exit window.

Cancel reservations for person

If want to cancel any reservation – follow as above and mark a green text but instead click on Cancel Reservation icon.

24.13 Make a reservation

Prerequisite

To be able to reserve times in the SiPass Entro Reservation system you need a standard web browser in a PC (MS Internet Explorer) - or a card reader together with a touch screen. The method depends on the type of installation.

When you have made your reservation you may receive a confirmation by e-mail. You should already have been notified if this is method is in operation. If in doubt consult your System Administrator.

When all settings are done, reservation can be done in two ways:

- Login from a web browser in a computer – where the card number and the PIN are used as a password and identification.
- Login at the booking terminal InfoPoint IP811 where the card number is used for identification.

You then choose the relevant object and enter the times to reserve.

24.13.1 Make a reserve with a web browser

You need access to a standard PC with a browser (like MS Internet Explorer). In addition you need an IP-address (Internet) tied to a website (running in one of the SiPass Entro segment controllers).

1. Start your browser and enter the IP-address to the website.
2. You will see a login page for the reservation.
3. Enter your card number and your personal code (PIN). The first time you will also have the choice of a suitable language.
4. Select object and reserve times.
5. Confirm your choices. (You can of course edit your choices).
6. Log out.
7. You can now wait for the reserved time and use your card in the reader at the reserved objects (e g the tennis court).

24.13.2 Make a reserve via a booking terminal

In this case usually an InfoPoint IP811 is mounted local to the object. Together with this there is a card reader used for identification.

1. You will see the **Home page** for the Reservation system
2. Use your card at the **card reader**. The first time you will also have the choice of a suitable language.
3. Select (by using arrows) the objects and times you want to reserve.
4. Confirm your choices. (You can of course edit your choices).
5. Log out.

25 Index

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